



Community Centre The Campingland Swaffham PE37 7RB

Room Hire Terms & Conditions

The person booking a room, either at the Swaffham Community Centre or the Swaffham Assembly Rooms, will be considered the Hirer. Where an organisation is named in the application the organisation will also be considered the Hirer and shall be jointly and severally liable with the individual booking the room. The hirer will have 15 minutes prior to and after the hours booked to set up/strike down where at all possible.

1. Age

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for always overseeing and remaining on the premises when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

2. Supervision

The Hirer shall, during the period of the hiring, be responsible for:

Supervision of the premises, its fabric and the contents and their care, safety from damage however slight or change of any sort.

The behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements to avoid obstruction of the highway.

The Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

3. Use of premises

The Hirer shall not use the premises (including the car park) for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

4. Insurance and indemnity

(a) The Hirer shall be liable for:

(i) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises.

(ii) all claims, losses, damages and costs made against or incurred by the management, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising, because of the use of the premises (including the storage of equipment) by the Hirer, and

(iii) all claims, losses, damages and costs made against or incurred by the management, their employees, volunteers, agents or invitees because of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and

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Iceni Partnership, a charity working for Swaffham and surrounding parishes

Chair: Judy Anscombe Company No: 4257830 Charity No: 1101814 VAT No: GB800057775

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subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of Iceni Partnership management and Iceni Partnership's employees, volunteers, agents and invitees against such liabilities.

(b) Iceni Partnership shall take out adequate insurance to insure the liabilities described in sub-clauses (a)(i) above and may, at its discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (a) (ii) and (iii) above. Iceni Partnership shall claim on its insurance for any liability of the Hirer hereunder, but the Hirer shall indemnify and keep indemnified each member of Iceni Partnership management and Iceni Partnership's employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.

(c) Where Iceni Partnership does not insure the liabilities described in sub-clauses (a)(ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to Iceni Partnership. Failure to produce such policy and evidence of cover will render the hiring void and enable Iceni Partnership to rehire the premises to another Hirer. Iceni Partnership is insured against any claims arising out of its **own** negligence.

5. Alcohol

If the Hirer intends to provide or sell alcohol, they must provide evidence that they, or a member of their party, has a Personal Licence and that this person will be present throughout the event. If this is not the case, the Hirer must apply to Breckland Council for a Temporary Event Notice (TEN). The cost of this is in addition to the agreed hire charge. A TEN must be applied for at least 10 working days before the date of hire. Failure to provide evidence of a Personal Licence or TEN will forfeit the hire, although the Hirer will still be required to pay the hire charges.

The Hirer must adhere to all relevant rules and regulations relating to the sale or provision of alcohol. These include, but are not limited to:

- No alcohol is to be supplied to anyone under the age of 18.
- The Hirer must implement the Challenge 25; requesting that anyone who looks under the age of 25, provides an acceptable proof of age. Signs will be in evidence at the venue to remind everyone of this rule.

The Management reserves the right to perform spot checks to ensure that these rules and regulations are followed.

6. Gaming, betting and lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

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7. Copyright licensing

The Hirer shall ensure that, where appropriate, the hirer holds an appropriate licence.

8. Film

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

9. Safeguarding

All individuals or organisations hiring the hall are required to adhere to safeguarding guidelines to ensure the safety and welfare of all attendees, with particular attention paid to children and vulnerable adults. The responsibilities of the Hirer include:

- Adhering to all applicable safeguarding legislation and guidelines relevant to the event.
- Ensuring that all individuals involved in the event are informed about safeguarding principles and practices.
- Providing a safeguarding policy, in the case of events involving children or vulnerable adults and presenting evidence of this policy upon request.
- Ensuring appropriate supervision ratios for children and vulnerable adults, with all supervisors adequately trained.

10. Public safety compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and the premise's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided, or which is attended by children. The Hirer shall also comply with the premise's Health and Safety policy. The Fire Service shall be called to any outbreak of fire, however slight, and details shall be given to the management.

(a) The Hirer acknowledges that they are aware of:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- The location and use of fire equipment.
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- Location of the first aid box.

(b) In advance of any activity whether regulated entertainment or not, the Hirer shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used for instant free public exit.
- That any fire doors are not wedged open.

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- That exit signs are illuminated.
- That there are no obvious fire hazards on the premises.
- That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

11. Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

12. Drunk and disorderly behaviour and supply of illegal drugs

The Hirer shall ensure that to avoid disturbing neighbours and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the premises. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises in accordance with the Licensing Acts.

13. Health and hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

14. Electrical appliance safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations. Where a residual circuit breaker is provided the Hirer must make use of it in the interests of public safety.

15. Stored equipment

The Management accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

The Management may use its discretion in any of the following circumstances:

- (a) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended.
- (b) Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in the management disposing of any such items by sale or otherwise on such terms

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and conditions as it thinks fit and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

16. Smoking

The entire premises and grounds are a No Smoking Zone, this includes any lit substance and E-cigarettes (vaping).

17. Accidents and dangerous occurrences

Any failure of equipment belonging to the management or brought in by the Hirer must also be reported as soon as possible. The Hirer must report all accidents involving injury to the public to a member of the management as soon as possible and complete the relevant section in the Management's Accident Book. Certain types of accident or injury must be reported on a special form to the Health & safety Executive. The management will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

18. Explosives and flammable substances

The hirer shall ensure that:

- (a) Highly flammable substances are not brought into, or used in any part of the premises and that
- (b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.
- (c) The use of candles and naked flames is strictly forbidden.

19. Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

20. Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the management. No animals whatsoever are to enter the kitchen at any time.

21. Fly posting

The Hirer shall not engage in or allow unauthorised advertising, including fly posting, for events at the premises. The Hirer must indemnify the management against any actions, claims, or proceedings from breaches of this condition. Failure to observe this condition may lead to prosecution by the local authority.

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22. Sale of goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

23. Cancellation

If the Hirer wishes to cancel the booking before the date of the event the question of the payment or the repayment of the fee shall be at the discretion of the management. The management reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election or used by NHS Blood & Transplant Service.
- (b) The Management reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises because of this hiring.
- (c) The premises becoming unfit for the use intended by the Hirer.
- (d) An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the management shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

24. End of hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Management shall be at liberty to make an additional charge.

25. No alterations

No alterations or additions may be made to the premises, nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the management. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Management remain in the premises at the end of the hiring. It will become the property of the Management unless removed by the Hirer who must make good to the satisfaction of the Management any damage caused to the premises by such removal.

26. Parking

The hire of the premises does include the right of parking facilities. The Management reserves the right to ask for any cars related to this hiring to be removed or prevented from parking on site due to other concurrent or overlapping activities on site.

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27. No rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

28. Agreeing to the terms and conditions

By accepting and agreeing to the information on the Booking Confirmation, whether on paper or via electronic means, the Hirer accepts and agrees to abide by these Room Hire Terms and Conditions.

Updated December 2025

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